

Aviation Advisory Committee (AAC)
May 21, 2014
Milton, Florida

The Aviation Advisory Committee met on the above date with the following members present: Ted Rhodes (District 1), Mike Harris (District 2), Brian Watkins (District 3), and Chip Mapoles (District 5). County staff present: County Administrator (Hunter Walker), County Engineer (Roger Blaylock), County Assistant Engineer (Michael Schmidt), and Administrative Services Manager (Tammy Simmons).

Rhodes called the meeting to order at 5:00 p.m. ***The minutes of the November 20, 2013, meeting was approved unanimously.***

Comments/Concerns on Airport Minimum Standards and Airport Rules and Regulations

Walker stated the unfinished business from the November 2013 meeting was concerns expressed with the Airport Rules and Regulations (AR&R). Hatch Mott MacDonald along with staff prepared amendments to the (AR&R) to address concerns.

Jonathan C. Ignacio, Principal Aviation Project Manager, Hatch Mott MacDonald, presented the following amendments to the September 18, 2013 AR&R as revised April 11, 2014.

- 2 Definitions
 - o Class C Airspace – Generally, that airspace from the surface to 4,000 feet above the airport elevation (charted in MSL) surrounding those airports that have an operational control tower, are serviced by a radar approach control, and that have a certain number of IFR operations or passenger enplanements. Although the configuration of each Class C area is individually tailored, the airspace usually consists of a surface area with a 5 NM radius, an outer circle with a 10 NM radius that extends from no lower than 1,200 feet up to 4,000 feet above the airport elevation. Each person must establish two-way radio communications with the ATC facility providing air traffic services prior to entering the airspace and thereafter maintain those communications while within the airspace. Class C airspace requires two-way radio communication prior to entry. NAS Whiting Field is located within Class C airspace.
 - o Common Use Areas – All runway, taxiways, taxilanes, airport lighting, apparatus or equipment for disseminating weather and wind information, radio or other electrical communication and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft.
 - o Ramp Privilege – means access provided to tenants and other authorized personnel to drive a vehicle upon an aircraft hangar or aircraft parking ramp or apron on the airside of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or necessity.
 - o Roadways – Designated paved surfaces specifically designated for vehicular traffic within the airport premises, having a Santa Rosa County status (i.e. Aviation Drive, located south of the approach area of Runway 36).
- 3 Compliance and Enforcement
 - o 3.1(14) Restricted areas are established for safety and security reasons. Only authorized person may be in Restricted or AOA areas. Authorized persons include: Tenants, aircraft owners and authorized service providers with lease agreement with the airport, supervised passengers who are enplaning or deplaning an aircraft; persons whose job requires them to be in Restricted or AOA areas; persons engaged in the operation of aircraft; others as authorized by the County Administrator (or his/her designee).
- 4 Aircraft Operations
 - o 4.4(1) A qualified pilot or mechanic should be in the cockpit and at the controls of the aircraft when an aircraft engine is operating. If a pilot or mechanic are not available, the "aircraft must be chocked and tail tied down to a secure tiedown" while the engine is operating.
 - o 4.4(2) When an aircraft is being started by manually turning the propeller, a person holding a pilot certificate should be sitting at the controls. If no certificated pilot is available, the aircraft must be chocked and the tail tied down to a secure tiedown prior to the starting attempt.
 - o 4.4(3) Except for emergencies, aircraft repair/maintenance will be performed in designated areas only, as identified by the Airport, i.e. FBOs facilities. Repairs and maintenance on T-Hangar by aircraft owners must be in accordance to the lease agreement.
- 5 Vehicle Operations
 - o 5.2(1) Vehicle access to the T-Hangar is thru the airport's designated roadways and the immediate area surrounding the T-Hangar, including adjacent taxilanes. The County Administrator (or his/her designee) may, at any time, and in any manner, limit, withdraw or change airfield access that may be permitted.
 - o 5.2(5) Motor vehicle drivers will park in designated parking areas and/or as provided in section 5.2(6).
- 7 Safety Procedures
 - o 7.2(1) Every person using the airport or its facilities in any manner shall exercise the greatest care and caution to avoid and prevent fire. No one shall smoke or ignite a match or lighter in any building, hangar or ramp/apron area except in posted "Designated Smoking Areas" identified by the Airport Manager or his/her designee.
 - o 7.2(3) Smoking is prohibited within 50 feet of any aircraft, fuel tank, fuel pump and within 100 feet of fuel storage areas or a fuel handling vehicle. Smoking is prohibited in any area so designated elsewhere on the airport.
- 8 Use of T-Hangars and Storage Hangars
 - o 8.14 To minimize conflicts with aircraft, T-Hangar tenants are encouraged to temporarily park their personal vehicles in the parking lot adjacent to the T-Hangars area. Tenants may park one (1) personal vehicle in the T-Hangar when flying registered Aircraft. Further, if necessary, a second vehicle belonging

to a guest of the tenant, may be parked in the renters T-Hangar if the guest is accompanying the lessee on the trip.

o 8.16 Only maintenance, as allowed under the lease contract may be performed on the Permitted Aircraft inside the T-Hangar. No other maintenance may be undertaken in the T-Hangar. Activities involving fuel transfer, welding, torching, cutting, torch soldering, doping and spraying performed on the hangar are strictly prohibited.

- 9 Security Requirements

- o 9.1(4) Authorized pedestrians or motor vehicle operators observed in other than public use areas, i.e. within the designated AOA, without authorization by the County Engineer or his designee will be considered trespassing and subject to arrest. The general public is prohibited from the AOA unless escorted by a tenant or an authorized airport employee.

Ignacio stated the following were concerns of Mr. Riley Hoggard's; however, the County's legal department stated these were not an issue and were not addressed in the revision 4/11/14:

- 3.1(17) Hold Harmless: Aircraft owners, pilots, agents or their duly authorized representatives will release or discharge Santa Rosa County Board of Commissioners and County employees of and from liability for any damage which may be suffered by any aircraft and its equipment and for personal injury or death.

- 3.2(1) Penalty Provisions: In the event of continued violation of any of the provisions of the AR&R by any individual or corporate entity, the County may, after suitable warning, elect any penalty, including immediate revocation of lease, it finds appropriate.

- 4.4(6) Aircraft based at the airport must have current FAA required documents on board, must meet the Minimum Standards of Peter Prince Airport, and must display the aircraft "N" number.

- 9.1(5) Santa Rosa County Sheriffs Deputies and other local law enforcement officers have the power and authority to enforce laws, ordinances, resolutions, rules and regulations adopted by the County within airport boundaries.

Ignacio stated Mr. Riley G. Hoggard would like to appeal to Committee on the items of concern not addressed by the County.

Approval of the amended Airport Rules and Regulations dated April 11, 2014 be forwarded to the Board of County Commissioners was moved by Harris and seconded by Watkins, motion was approved unanimously.

Ignacio stated the document will be forwarded to FAA for review and comment after the Board of County Commissioners approval.

FBO Issues

Aircraft Management Services, Inc. (AMS) – Dave Glass stated they had a very busy winter, the best one since they have been in business.

Glass stated the gate is working fine.

Administrative/Engineer

Blaylock stated the county sustained some flood damage in our lighting building adjacent to our rotating beacon taking out two regulators. Currently the runway lights are illuminated but not the taxiway lights and some of the others. Parts are on order on an emergency basis. We are going to mitigate the impact by raising those regulators up an additional 2.5'. Blaylock stated Paxton Corwin issued a NOTAM on the lighting system failure.

Blaylock stated the contractor will be mobilizing to construct 10 T-hangars on the east side very soon.

Blaylock stated the Super AWOS has arrived; and we hope to have it installed within the next two (2) weeks.

Other Business/Adjournment

Walker stated the next meeting will be June 18, 2014.

Meeting adjourned at 5:35 p.m.